Requesting Documents From Employer

From,
Nevada Ware
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Green Bay Indiana 19759
(985) 834-8285

02/02/2019

To.
Christian Emerson
P.O. Box 886 4118 Arcu St.
Rolling Hills Georgia 92358

Subject: (_____)

Dear Christian Emerson,

I Nevada Ware was working with the company since ---- (mention the time) as a ------- (mention the job title). I have moved to a new place and found a new opportunity for myself, so I would need certain documents for completing the formalities with the new company.
Below is the list of documents I need from your end:
(------- List of documents)
|I would request you to send the aforesaid documents at the address mentioned below at the earliest. Also, I am attaching the list of certificates and documents that are a proof of my identity verification.
Address -------
I would like to request you to take prompt action on this matter.

Yours sincerely,
Your Signature
Nevada Ware
Contact Details

BEST
Letter Templates

Sample Letter Requesting Verification Documents From Employees

R Barnett

Sample Letter Requesting Verification Documents From Employees:

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